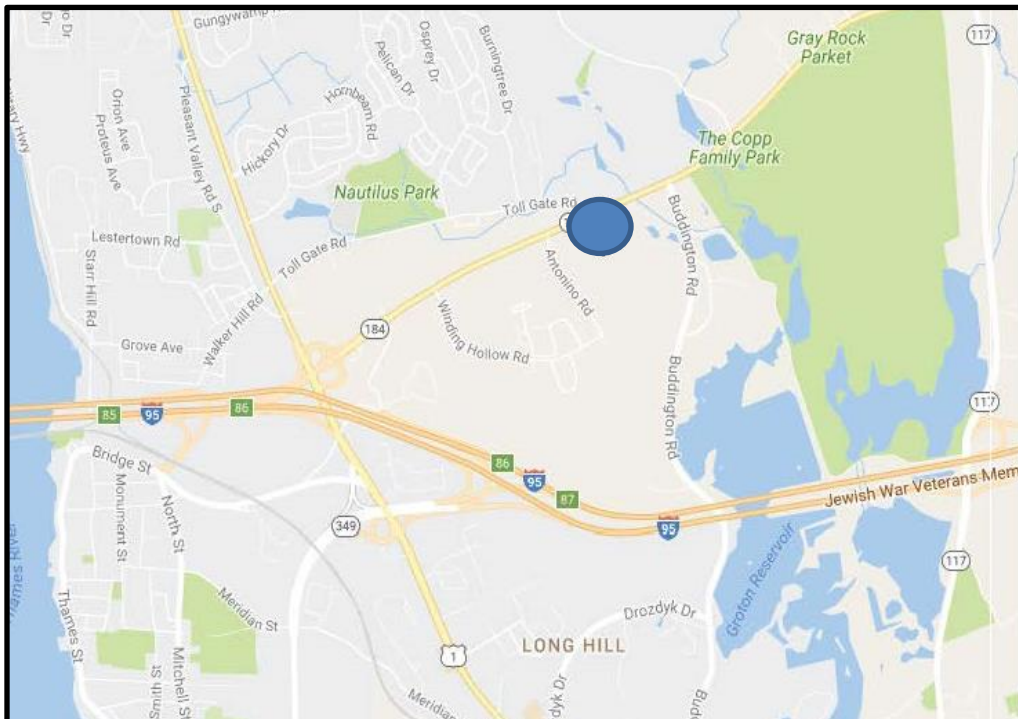


REQUEST FOR PROPOSALS #17-04

517 & 529 GOLD STAR HIGHWAY

TOWN OF GROTON, CONNECTICUT



TOWN OF GROTON, CONNECTICUT

REQUEST FOR PROPOSALS (RFP)

Issued:

Sealed proposals are being requested for the sale or lease of publicly owned property, in accordance with all terms and specifications contained herein, and will be received by the Town of Groton, CT until the following deadline:

Two (2) o'clock P.M., Monday, October 17, 2016

Three paper copy submittals and one electronic copy on a flash drive must be delivered by mail or hand-delivered in sealed envelopes addressed to the Town of Groton, Purchasing Division, 45 Fort Hill Road, Groton, CT 06340 Attn: John Piacenza, Purchasing Agent. The submittals should be marked referencing "517 & 529 Gold Star Highway".

THERE WILL NOT BE A PUBLIC OPENING AND PROPOSALS RECEIVED WILL NOT BE RELEASED UNTIL A PURCHASE AND SALES OR LEASE AGREEMENT IS FINALIZED.

ADMINISTRATIVE POINT OF CONTACT:

John Piacenza, Purchasing Agent

45 Fort Hill Road
Groton, CT 06340
(860)441-6681

jpiacenza@groton-ct.gov

TECHNICAL POINT OF CONTACT:

Paige R. Bronk, Manager of Economic and Community Development

Town of Groton, Office of Planning and Development Services
134 Groton Long Point Road
Groton, CT 06340
(860)448-4095

pbronk@groton-ct.gov

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GENERAL CONDITIONS AND TERMS:

The Town of Groton (Town) reserves the right to accept or reject any and all proposals in whole or in part, to waive any technical defects, irregularities, and omissions, and to give consideration to past performance of the prospective respondents where the interests of the Town will be best served. The Town reserves the right to directly negotiate with any entity who submits a proposal in response to this RFP and to award a contract based upon those negotiations alone. The Town reserves the right to request interviews of developers, discuss all project details, and to select and negotiate a preferred development proposal that is in the best interest of the Town prior to final award.

The Town may determine that proposals are technically and/or substantially non-responsive at any point in the evaluation process and may remove such proposal from further consideration. Proposals arriving after the deadline may be returned, unopened, or may simply be declared non-responsive and not subject to evaluation, at the sole discretion of the Town. All original documents and drawings shall become the property of the Town once submitted. The Town is not responsible for any costs related to the preparation and/or submittal of proposals or any subsequent costs related to presentations or clarification pertaining to this RFP. All costs are the responsibility of the prospective respondent.

“Proposal” shall mean quotation, bid, offer, qualification/experience statement, and/or services. Prospective respondents shall also mean vendors, offerors, bidders, or any person or firm responding to an RFP.

All prospective respondents are responsible for insuring that no addendums have been made to the original RFP package or that all addendums have been received and addressed. All bid packages and addendums are located at the Town of Groton Purchasing Division and on the Town municipal website.

There is no official public opening of proposals. To best protect the solicitation and competitive negotiation process, the Town asks that companies refrain from requesting proposal information concerning other respondents until an award has been executed. Proposal materials become public information only after the execution of an award.

The prospective respondent warrants, by submission of a proposal, that he is not an employee, agent, or servant of the Town, and that he is fully qualified and capable in all material regards to satisfy the requirements and fulfill the proposal as submitted. Nothing herein shall be construed as creating any contractual relationship or obligation between the Town and the prospective respondent. The prospective respondent warrants that he has not, directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of full competitive bidding. The prospective respondent warrants that he has not paid, and agrees not to pay, any bonus, commission, fee or gratuity to any employee or official of the Town for the purposes of obtaining any contract or award issued by the Town.

1. Project Overview:

The Town of Groton, Connecticut is soliciting proposals from qualified and experienced development teams that best serve the economic and community development interests of Groton. Creative development proposals are encouraged.

The Town's primary objective is the planned and timely development of this vacant property in a way that maximizes financial benefit to the Town and serves as an economic anchor to the area. This property is unique to the Town of Groton given its relatively large size and commercial zoning. The Town desires for the property to realize its highest and best use.

2. Municipal Process:

Solicitation of qualified proposals begins with the issuance of this RFP. Proposals received will initially be reviewed and evaluated on responsiveness to the RFP. Submitted proposals will be reviewed by a municipal team tasked with determining the best qualified submittals based upon benefit to the Town, RFP criteria, and other objectives stipulated within the RFP. All materials provided by the proposals will be taken into consideration. Interviews or follow up information requests may be involved during the review process.

Following the initial evaluation process, the proposals will be forwarded to the Groton Town Council for further consideration and short list selections. There may be scheduled direct communication between the Town Council and short list candidates. There may be ongoing discussions with short-listed firms prior to the final selection of the preferred development team and proposal. This municipal process is intended to be somewhat flexible for finalists benefitting both the development team and the Town of Groton.

3. Property Description and Proposed Development History:

The property is located at 517 (property ID 169909168945 E) and 529 (property ID 169909262469 E) Gold Star Highway. Gold Star Highway is a state highway (Route 184) and the property is located 1 mile from the I-95 Interchange. The property is located in a busy commercial section with easy access to State Route 12 just west of the parcel. Groton Square Shopping Center is less than a mile away as well the nearest bus stop for the Southeast Area Transit (SEAT) public transportation system. Groton is forty five minutes from Providence, RI and less than an hour from Hartford, CT.

The property available for redevelopment totals approximately 11.75 acres of land. Parcel one (property ID 169909168945 E) contains approximately 1.7 acres of land and parcel two (property ID 169909262469 E) contains approximately 10.05 acres of land. There are no buildings on either parcel.

Previously the Town reviewed a proposal for a large retail/grocery establishment at this site. The Town was provided the site plan materials which are being shared with interested prospects. Materials available to prospective respondents include the following:

- Property Survey
- Wetland Delineations

- Site Plans
- Detailed Engineering
- Topography
- Traffic Studies
- Watershed Studies

This above referenced materials can be viewed at the Town of Groton Office of Planning and Development Services.

4. Zoning and Groton Market Analysis:

The property is zoned CB-15 which allows a wide variety of commercial and business uses. The property is not located in any local historic district. Development proposals will require site plan approval and may require a permit from the Inland Wetland Agency. These two parcels fall within the Water Resource Protection Overlay District which may restrict some uses allowed by the CB-15 zone. The Town will work with the selected developer to ensure that the project receives expedited review.

In 2016, the Town invested in the completion of a community wide market analysis. Prospective development teams are highly encouraged to take advantage of this resource. It contains significant demographic, economic, and real estate data specific to market and consumer demands. General community findings include demand for mixed use, restaurants, hotels, higher quality retail, multi-family residential, and more. This analysis can be found on the Town of Groton webpage, the following link, or a hard copy is available for review in the Office of Planning and Development Services.

[Town of Groton Market Analysis](#)

Additionally, it is important to note that area employment is projected to grow by thousands over the next 5+ years to design and build a new class of ballistic missile submarines at Electric Boat. The new hires will have a major impact on Groton's economy over the short term.

5. Community Background:

Established in 1705, the Town of Groton is a charming Connecticut shoreline community that borders Fishers Island Sound between the Thames and Mystic Rivers. The town is 38.3 square miles in size, has over 3,500 acres of protected open space, an excellent public school system, a state-recognized senior center, active recreation areas, watershed lands, and 58 miles of shoreline.

The population is 40,136 residents with 16,283 households. Median household income is \$60,147. The median single family home sales price is \$246,100.

6. Development Objectives:

The Town of Groton desires the property to be developed in a manner consistent with the following development objectives:

- Implementation of a quality development including use, design and function, that will be an asset to the Town
- Completion of the project in a timely, planned, and well-executed manner
- Development which is complementary to the existing and surrounding neighborhood

- Management of traffic circulation
- Retention of significant trees and planting of new landscaping
- Minimization of lighting impacts to adjacent properties
- Recognition of the site's location within the watershed of a public drinking water supply which will include a robust stormwater management plan low-impact development techniques.

7. Project Incentives:

The Town of Groton's primary goal is to attract the best team offering to implement a superior development in a timely and well-planned manner. The Town is also interested in receiving a competitive offering for its property, one that maximizes financial and community benefits to Groton.

In order to partner with a team and improve their success, the Town will assist the preferred developer, where possible, through incentives. Potential incentives may include, but are not limited to, the following and are subject to the quality and caliber of the development proposal.

- Local technical assistance with local and state permitting
- Assignment of a local project liaison to assist with project completion
- Tax abatement programming

Prospective developers may integrate these and other incentives into their proposals for review by the Town. The consideration and granting of incentives is contingent upon the total value of the developer's proposal. The decision to grant any incentives will be packaged with the final award to the selected development team.

8. Evaluation Criteria:

The prospective developer's financial offering will not be the only consideration in evaluating proposals. Each proposal will be evaluated by the Town based on the following criteria:

- Project Approach:
 - Compliance with the RFP submission requirements
 - Clear and comprehensive submittal
 - Rational, detailed, and thorough approach to implementation
 - Degree to which project complies with local plans and regulations
- Team Qualifications and Experience:
 - Demonstrated experience in completing similar projects
 - Strength of the team including project lead, engineering, architectural design, construction, financing, etc.
 - References for key completed projects
- Project Viability and Ability to Execute Project in a Timely Manner:
 - Demonstrated project marketability
 - Demonstrated evidence supporting project financing
 - Reasonable timeframe to initiate and complete project
 - Demonstrated on-time completion of past projects
 - Reasonable demands or requests from the Town

- Benefit to Town:
 - Financial offering to the Town
 - Taxes to the Town upon full build-out
 - Quantitative and qualitative benefits to the Town
 - Building design and efficient use of property
 - Other community benefits (public use, amenities, other)

9. Submittal Requirements:

Please read these submission requirements carefully. The Town of Groton is not responsible for errors and/or omissions.

Submission Format: Respondents are required to provide three (3) paper copies of their proposal plus one electronic copy on a flash drive. Each proposal must contain all information as outlined below. Relevant supplemental information will be accepted within the guidelines of this format. Submissions that omit requested information may be subject to disqualification.

- Executive Summary
- General narrative description and site plan/sketch for the proposed project including some basic elevation renderings.
- Contact information (names, phone, address, email) for development team plus the identification of a primary contact person.
- Financial offer (Note: sale and/or lease values are subject to final competitive negotiation).
- If applicable, estimated number, type, and salary range of created full and part-time jobs.
- A description of the proposed development including, but not limited to:
 - proposed use(s) for proposed building and land
 - building(s) proposed design, configuration, size, height, units, etc.
 - traffic circulation, road improvements, and parking
 - preliminary site plan, conceptual floor plans, and any other submissions that best illustrate the development
 - infrastructure improvements (water, sewer, storm water)
 - proposed planning, design, approval and construction schedule.
- Description of requested technical or financial assistance from the Town including reason for need.
- Evidence of financing availability, including the names and addresses of financial references and any other named sources of equity capital.
- List of submitted information requiring confidentiality.
- Project pro forma demonstrating the financial viability of the proposed development.
- For each individual with more than a ten percent (10%) interest in the development entity, respondents must execute a notarized affidavit of non-collusion. A copy of said affidavit must be attached.

- Domestic corporations and other limited liability entities must submit a certificate of good standing from the State of Connecticut Department of Revenue Services:
Department of Revenue Services
Collection and Enforcement Division-Lien Unit
Request for a Status Letter
25 Sigourney Street
Hartford, CT 06106
[Revenue Services](#)
- Respondents that are foreign corporations and those corporations not chartered in Connecticut must hold a certificate authorizing said corporation to do business in the State of Connecticut. These certificates or certified copies are available from the Office of the Connecticut Secretary of State.
- All prospective respondents, in order for their proposals to be considered, must not be delinquent on any property tax or fees issued by the Town. Prospective respondents shall certify that neither they nor any business or corporation fully or partially owned by the bidder is not delinquent on Town property taxes or fees.

IMPORTANT: All proposal materials become the property of the Town of Groton

10. Submittal Deadline and Review Schedule:

Submissions are due by the date specified unless a formal extension has been granted by the Town of Groton. It is incumbent upon respondents to ensure that proposals are delivered on time to assure consideration by the Town. The Town of Groton reserves the right to modify the Response Schedule. However, the Proposal Submission Deadline is final. Late proposals will not be considered.

- RFP Issuance and Distribution: Friday, September 2, 2016
- Submittal Deadline: Monday, October 17, 2016
- Review by Town of Groton: Monday, October 24, 2016
- Interview with Developer(s): Monday, October 31, 2016
- Recommendation of Preferred Developer: November 2016
- Town Council Review and Contract Award Date: November 2016

The proposal and all supporting documents must be received by the above-stated deadline at the following address:

Town of Groton
45 Fort Hill Road
Groton, CT 06340
c/o John Piacenza, Purchasing Agent
Attention: 517 & 529 Gold Star Highway

11. Reserved Rights/Disclaimer:

The Town reserves the right to select the proposal that, in the exercise of its sole discretion, the Town believes to be responsible and most advantageous to the Town. To this extent, the Town reserves the right to accept an initial offer without further discussion or negotiation. The Town also reserves the right to discuss or negotiate proposals with any prospective respondents it believes may have a reasonable chance of being selected for an award.

The Town shall not be responsible, in any manner, for the costs associated with responses to the solicitation. The individual responses to this solicitation including all artwork, drawings, plans, photos, models, and narrative material shall become the sole property of the Town upon their receipt. The Town shall have the right to copy, reproduce, duplicate, publicize, or otherwise dispose of each response to this solicitation in any manner that the Town chooses unless otherwise agreed upon, in advance, with the prospective respondent.

The Town reserves the right to waive any informality or irregularity when it is in the best interest of the Town to do so, to discuss modification to any proposal, to re-advertise for additional proposals if desired or necessary, and to accept or reject any or all proposals, for any and all reasons.

The Town of Groton reserves the right to postpone or reschedule any of the actual or proposed dates or deadlines.

12. Attachments:

- A. Property Cards
- B. Property Maps
- C. Non-Collusion Affidavit
- D. Anti-Kickback Acknowledgment
- E. Proposal Transmittal Sheet
- F. Listing of Officers Sheet

Attachment A

NON-COLLUSION AFFIDAVIT

(Prime Bidder) _____

State of _____

County of _____

_____, being first duly sworn, deposes and says:

That he/she is _____ (partner or officer) of the firm of _____, the party making the foregoing proposal or bid, that such proposal or bid is genuine and not collusive or sham, that said bidder has not colluded, conspired connived or agreed, directly or indirectly with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the bid price or affidavit or any other bidder, or to fix any overhead, profit or cost element of said bid price, or of that of any other bidder, or to secure any advantage against the Town of Groton or any person interested in the proposed contract; and that all statements in said proposal or bid are true.

Signatures:

Bidder, if the bidder is an individual; _____

Partner, if the bidder is a partnership; _____

Officer, if the bidder is a corporation; _____

Subscribed and sworn to before me

This _____ day of _____, 20__

Notary: _____

Printed Name: _____

My Commission expires: _____, 20__

Attachment B

ANTI-KICKBACK ACKNOWLEDGMENT

ALL BIDDERS/OFFERORS MUST ATTEST TO THE FOLLOWING:

The vendor acknowledges, under the pains and penalties of perjury, that he/she has not been offered, paid, or solicited for any contribution or compensation, nor has he/she been granted a gift, gratuity, or other consideration, either directly or indirectly by any officer, employee or member of the governing body of the Town of Groton who exercises any functions or responsibilities in connection with either the award or execution of the project to which this contract pertains.

Further, the vendor acknowledges, under the pains and penalties of perjury, that he/she has not offered, paid, or solicited by way of any contribution or compensation, nor has he/she granted a gift, gratuity or other consideration either directly or indirectly to any officer, employee, or member of the governing body of the Town of Groton who exercises any functions or responsibilities in connection with either the award or execution of the project to which this project or contract pertains.

SIGNATURE OF OFFEROR

DATE

TITLE

COMPANY

Title of RFP:

Attachment C

PROPOSAL TRANSMITTAL SHEET –

517 & 529 Gold Star Highway

Date: _____

I/We _____ the undersigned do hereby submit a proposal to the Town of Groton, Connecticut, for the sale or lease of 517 & 529 Gold Star Highway Property, in accordance with all terms and specifications contained within said RFP herein. The undersigned acknowledges that the submittal does not rely on the Town of Groton regarding the condition of the property and will make their own investigation on the condition of the property and its suitability for development.

NAME OF FIRM

SIGNATURE

TITLE

SIGNATURE

TITLE

SIGNATURE

TITLE

ADDRESS, CITY, STATE, ZIP CODE

TELEPHONE NUMBER

FAX NUMBER

E-MAIL ADDRESS

Attachment D

LISTING OF OFFICERS SHEET

List the Officers of your Corporation or Principals of your LLC. Evaluation cannot be completed without the attachment.

Complete Company Name	
_____ Name	_____ Title/Officer/Position
_____ Name	_____ Title/Officer/Position
_____ Name	_____ Title/Officer/Position
_____ Name	_____ Title/Officer/Position
_____ Name	_____ Title/Officer/Position
_____ Name	_____ Title/Officer/Position
_____ Name	_____ Title/Officer/Position